

June 8, 2006

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, June 15, 2006
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classifications:

| <u>CLASS CODE</u> | <u>CLASS TITLE</u> | <u>PROPOSED PAY RANGE</u> |
|-----------------------|--------------------------------|---------------------------------|
| 1135 | Internal Auditor | (M01) \$40,000.48 – \$78,000.00 |
| 1314 | Buyer | (A10) \$39,262.08 – \$52,368.16 |
| 3141 | Property & Evidence Technician | (N14) \$28,496.00 – \$38,837.76 |

ITEM 2: Request to revise the following classifications:

| <u>CLASS CODE</u> | <u>CLASS TITLE</u> | |
|-----------------------|--------------------|-------|
| 0705 | Attorney I | (M01) |
| 0706 | Attorney II | (M02) |

ITEM 3: Miscellaneous Discussion.

PC: Joan Ross, City Clerk
Don Herz
Dana Roper
Tom Casady

INTERNAL AUDITOR

NATURE OF WORK

This is responsible professional work developing and implementing the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency of City Departments.

Work involves evaluating compliance with applicable ordinances, regulations and contracts. An employee in this class is expected to exercise considerable independent judgment and initiative in performing assigned duties. General supervision is received from the Finance Director.

EXAMPLES OF WORK PERFORMED

Develops short and long-range objectives of the Internal Audit Division that are based on the City's overall mission and vision.

Performs internal audits of City operations to determine legal and financial compliance and operational program efficiency and effectiveness.

Performs audits of various City departments, programs and systems to determine effectiveness of the programs and to ensure that appropriate internal controls are in place.

Makes recommendations to Departments, Mayor, and the City Council for improvements in policies, procedures, operations, programs, etc.

Assists Departments, Mayor, and City Council with identifying and assessing strategic risks; makes recommendations to the City on various performance audit issues and needs.

Conducts and prepares reports on special investigations.

Maintains a working relationship with the City's external auditor.

Participates in process and internal control improvement initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of federal, state, and local laws and regulations regarding municipal accounting, auditing and budgeting.

Considerable knowledge of the concepts for review and evaluation of internal control systems and auditing procedures.

Considerable knowledge of accounting principles, internal controls, and management systems.

Knowledge of the functions and organization of municipal government.

Knowledge of microcomputers and business software applications.

Knowledge of statistical methods and practices.

Ability to determine needs, gather, analyze and present data to provide accurate information for management's use.

Ability to establish and maintain effective working relationships with governmental officials, employees and the general public.

Ability to identify and conceptualize complex issues.

Ability to plan work by developing audit scope, objectives and methodology.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in accounting, auditing, or related field supplemented by a Master's degree in public accounting, business administration, or public administration; considerable experience in auditing, program evaluation or related experience; and considerable experience in a management capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in accounting, auditing, or related field; considerable experience in auditing, program evaluation or related experience in complex governmental organization; and experience in senior audit management; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)

DESIRABLE SPECIAL QUALIFICATIONS

Certification as a Certified Fraud Examiner (CFE); or Certified Information Systems Auditor (CISA); or Certified Management Accountant (CMA).

Approved by: _____
Department Head Personnel Director

BUYER

NATURE OF WORK

This is responsible, specialized work performing purchasing activities for all City departments.

Work involves responsibility for procuring a wide range of goods, services, equipment, construction, and professional services for all City departments. The position requires the exercise of some independent judgment, impartiality, and initiative within applicable purchasing policies and practices. Work is performed under the general supervision of the Purchasing Agent

EXAMPLES OF WORK PERFORMED

Coordinates development, implementation, and monitoring of purchasing projects by preparing bid/contract documents consistent with applicable laws, policies, and procedures

Prepares term contracts for commodities and services coordinating purchasing efforts of various departments.

Evaluates responses to City solicitations and recommends appropriate purchase based upon applicable laws, policies, and procedures.

Oversees evaluation process for Requests for Proposals; negotiates term contract extension pricing and negotiates understandings of contracts when differences arise in bidding situations.

Conducts pre-bid conferences and bid openings; meets with vendors and City staff regarding purchases; assembles bidders list; coordinates City's purchases with other cooperative purchasing efforts.

Surveys market to determine competitive pricing; surveys and coordinates with other jurisdictions for efficient and economical purchasing methods and purchases.

Makes or assists in making recommendations for purchases; researches, compiles and analyzes data for responding to bid protests and investigates dissatisfaction with services and goods provided by contractors; recommends termination of contracts due to contractor non-performance.

Assures compliance with proper bonding, grant, labor, legal, and insurance requirements; prepares change orders

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public purchasing practices and contract document writing.

Knowledge of business and accounting related principles and practices.

Knowledge of the terminology and requirements of a wide variety of municipal operations, their supplies, equipment, and services.

Knowledge of required spreadsheet, data base, and word processing applications.

Ability to effectively coordinate and manage multiple projects, many of which are professional service projects.

Ability to analyze complex purchases and various quantities, unit costing, and quality of goods or services purchased.

Ability to establish and maintain effective working relationships with co-workers, government officials and vendors.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in business administration, public administration, accounting or related field and experience in governmental purchasing activities.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in business administration, public administration, accounting or related field and some experience in governmental purchasing activities; or any equivalent combination of training and experience which provide the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

6/2006

PS1314

PROPERTY AND EVIDENCE TECHNICIAN

NATURE OF WORK

This is a responsible technical work in the Property and Evidence Unit receiving incoming property and evidence.

Work involves responsibility for maintaining evidence and other Police property. Work includes receiving incoming property and evidence while maintaining a chain of custody; handling and securing evidence; overseeing the disposal of evidence; notifying vehicle owners of vehicle impoundment and maintaining inventory of supplies, equipment and uniforms. Supervision is received from an administrative superior. Supervision may be exercised over subordinate employees and other personnel.

EXAMPLES OF WORK PERFORMED

Receives incoming property and evidence; logs items in and records when items are checked out and returned; maintains precise documentation of chain of custody.

Handles and secures evidence including jewelry, narcotics, firearms, computers and bodily fluids.

Oversees the disposal of evidence as directed, while ensuring it conforms with policy, State, Federal Laws and/or court directives.

Notifies vehicle owners of vehicle impoundment; runs serial numbers of bicycles found abandoned or stolen; records inventory of unclaimed vehicles and bicycles; obtains titles for vehicles sold at auction.

Maintains inventory of supplies, equipment, uniforms and other items; keeps records of goods received, checked out and returned.

Uses computer for data entry and tracking information on evidence and related case documentation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of evidence and property handling processes, policies, and procedures.

Considerable knowledge of research processes for property ownership records.

Considerable knowledge of computerized records procedures.

Considerable knowledge of supplies, equipment, uniforms and other items stored in stock room.

Ability to organize and maintain an efficient inventory.

Ability to prepare and keep routine stores records and reports.

Ability to catalog and retrieve property and evidence which is stored on shelving.

Ability to deal tactfully and courteously with employees, vendors, suppliers, contractors, and the general public.

Ability to communicate both orally and in writing.

Ability to train and supervise subordinate employees.

Skill with computer use and data entry.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with some course work in criminal justice, public administration or similar experience in a law enforcement setting including police evidence procedures and some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some experience in filing, cataloging or inventory processes; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: _____
Department Head Personnel Director

06/06

PS3141

ATTORNEY I

NATURE OF WORK

This is entry-level professional legal work as an Assistant City Attorney preparatory to assuming the more independent duties of Attorney II.

Work involves performing professional legal work as assistant to the more experienced attorneys. The major emphasis of the duties of this class is upon preparing criminal and civil cases for trial in courts of original jurisdiction, and aiding in preparing and presenting criminal cases before appellate courts. Work of employees in this class is subject to much greater supervision than that of an Attorney II, and less independence is allowed in the conduct of trial work. The employee of this class receives supervision from a higher level attorney who evaluates work in terms of soundness of legal opinions and effectiveness of the preparation of cases.

EXAMPLES OF WORK PERFORMED

Prepares briefs for presentation to court in suits involving the City; assists in the preparation and prosecution of police and other violations cases.

Consults with and reviews work on preparation of cases with more experienced attorneys in order to learn departmental practices and procedures.

Prepares legal opinions, memoranda, and data for higher level attorneys or departmental officials on criminal and civil law matters arising in the course of City business, and answers assigned correspondence.

Explains and interprets ordinances and status of various cases to other City departments and the general public.

Prepares drafts of new or amended ordinances.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of charter and City ordinances.

Knowledge of judicial procedures and the rules of evidence.

Knowledge of state statutory and constitutional law.

Some knowledge of the organization, functions, and legal provisions affecting the operations of city departments.

Ability to analyze, appraise, and organize the facts, evidence, and precedents concerned in cases; and to present such material orally or in writing, in clear and logical form.

Ability to present and argue cases in court initially with the assistance of more experienced attorneys.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law and some experience as a practicing attorney.

MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law.

NECESSARY SPECIAL REQUIREMENT

Membership in the State of Nebraska Bar Association with eligibility to practice law in the State of Nebraska.

Approved by: _____
Department Head Personnel Director

Revised: 8/77
Revised: 8/82
Revised: 6/06

PS0705

ATTORNEY II

NATURE OF WORK

This is responsible professional legal work as an Assistant City Attorney on the city's legal staff.

Work involves independent responsibility for the preparation and conduct of criminal and civil cases. Employees have responsibility for conducting legal research, preparing opinions, advising administrative officials, performing legal work involved in land acquisition, and trying traffic cases and other municipal code offenses. Work is distinguished from that of a lower level attorney by much greater independence of action and overall greater complexity. General supervision is received from a higher level attorney who evaluates the professionalism of legal performance and effectiveness of the preparation and conduct of litigation.

EXAMPLES OF WORK PERFORMED

Performs legal research on complex legal matters; prepares ordinances, resolutions, contracts, leases, and memoranda for study and consideration by the department head or other City officials.

Advises departmental officials and employees on legal questions and prepares legal opinions.

Gathers facts, checks investigation reports, reviews files, and answers correspondence.

Prepares assigned cases for trial; takes depositions, prepares briefs and pleadings, and supervises necessary investigations; tries cases; participates in decision to seek judicial review of adverse decisions.

Prepares and prosecutes cases in Municipal and higher courts.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the charter and City ordinances and accepted interpretations of them.

Considerable knowledge of judicial procedures and rules of evidence.

Considerable knowledge of state statutory and constitutional law.

Considerable knowledge of the organization, functions, and legal limitations on the authority of the various City departments.

Ability to analyze, appraise, and organize the facts, evidence, and precedents concerned in cases; and to present such material orally or in writing in clear and logical form.

Ability to present and argue cases in court.

Ability to analyze cases for their value as legal precedents, and to aid in determining which cases the City should appeal.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law; and considerable experience as a practicing attorney, including considerable experience in legal research and trial work.

MINIMUM QUALIFICATIONS

Graduation from an accredited college of law and at least two (2) years experience as an Attorney I and recommendation by the City Attorney for advancement to this classification.

NECESSARY SPECIAL REQUIREMENT

Membership in the State of Nebraska Bar Association with eligibility to practice law in the State of Nebraska.

Approved by: _____
Department Head Personnel Director

Revised: 8/77
Revised: 8/82
Revised 6/2006

PS0706